

Technology Skill Self Assessment Rubric

Read the performance descriptors for each of the technology content areas listed below and check the box that best reflects your current level of skill. Your skills will probably vary across the table.

	Basic Computer Operation	File Management	Word Processing Software	Spreadsheet Software	Database Software	Internet Use
Novice I'm willing to learn but have very little experience	I have not used a computer. <input type="checkbox"/>	I have not saved documents on a computer. <input type="checkbox"/>	I have not used word processing software. <input type="checkbox"/>	I do not use spreadsheet software. <input type="checkbox"/>	I have not used database software. <input type="checkbox"/>	I have not used the Internet. <input type="checkbox"/>
Near Proficient I'm getting pretty good. I know the basics.	I use a computer to run a few specific programs but feel uncomfortable about damaging the machine or programs. <input type="checkbox"/>	I can save documents but am not able to choose where they are saved. I do not back up my files. <input type="checkbox"/>	I sometimes use word processing software for simple documents List programs that you are "Nearing Proficient" with: <input type="checkbox"/>	I understand the use of a spreadsheet. I can create a simple spreadsheet that adds a column of numbers. List programs that you are "Nearing Proficient" with: <input type="checkbox"/>	I understand the use of a database and can locate information in a pre-made database. I can add or delete data in a database. List programs that you are "Nearing Proficient" with: <input type="checkbox"/>	I can start a Web browser and find basic information. <input type="checkbox"/>
Proficient I'm very good and use the computer a lot.	I can run two programs simultaneously, print and use operating system tools to customize the sound and look of my computer. <input type="checkbox"/>	I have a filing system for my files, can locate files quickly and reliably, and can back-up files to a floppy disk. <input type="checkbox"/>	I use word processing software for most of my written work. I can format and edit documents and my work looks professional. List programs that you are "Proficient" with: <input type="checkbox"/>	I use a spreadsheet for several applications and can change the format of a spreadsheet. I can use a spreadsheet to make a simple graph or chart. List programs that you are "Proficient" with: <input type="checkbox"/>	I use databases to collect and analyze data. I can create a database from scratch and can sort and print information in layouts useful to me. List programs that you are "Proficient" with: <input type="checkbox"/>	I am able to effectively and efficiently use Web search engines to locate information and to use "Favorites" or "Bookmarks." <input type="checkbox"/>
Advanced I'm very knowledgeable and can do many things well.	I can set up computer and peripheral devices, load software, and use operating system tools. I am confident enough to teach others some basics. <input type="checkbox"/>	I can use a back-up program to make multiple copies of my files and can archive files to conserve hard drive space. <input type="checkbox"/>	I use word processing software for all of my work and insert graphs, borders, tables, etc., to customize my documents. List programs that you are "Advanced" with: <input type="checkbox"/>	I can use advanced spreadsheet functions such as graphing, charting, and merging, for my work. I can help others with their own data keeping and analysis skills. List programs that you are "Advanced" with: <input type="checkbox"/>	I use formulas to perform mathematical operations and use databases for my work to analyze data. I can help others do the same. List programs that you are "Advanced" with: <input type="checkbox"/>	I am able to create Web pages. I can show others how to use Internet resources. <input type="checkbox"/>